



Southview Public School

School Advisory Council By-Laws

Effective Date: May 31, 2023

Revision Date: May 31, 2025

Reference: Limestone District School Board Administration Procedure 110 available at www.limestone.on.ca. The following bylaws will follow the below procedure.

1. This organization shall be known as the **Southview Public School Advisory Council** herein known as **SAC**.
 2. **MISSION STATEMENT:** The SAC believes that COMMUNITY, PARENTS and STAFF have a shared responsibility, whereby, they work in partnership to enhance developmental and educational experiences for the benefit of all CHILDREN.
 3. These bylaws shall be reviewed annually during the last meeting of that year. Any amendments shall be made by the passing of a motion(s).
 4. The SAC will advise on matters determined by the council, including, but not restricted to:
 - a. School and learning environment
 - b. Curriculum and programs
 - c. Communication and promotion of school activities
 - d. School code of conduct
 - e. School improvement plan
 - f. School dress code
 - g. Fundraising activities
 - h. Training sessions for parents, SAC members
 - i. School leadership
 - j. School-community communication strategies
 - k. Extra-curricular activities
 - l. School-based services and community partnerships related to social, health, recreational and nutritional programs
 - m. Community use of school facilities
 - n. Board policies and procedures
 5. A representative from the SAC shall participate on the school's Safe and Healthy Schools Committee.
- 6. MEMBERSHIP**
- a. Members of the SAC should include:

- i. Parents/Guardians of students enrolled in the school
- ii. One teacher
- iii. One support staff member
- iv. Principal and/or Vice-Principal
- Members of the SAC may include:
- v. One or two community representatives
- vi. One or two students

b. Parents and Guardians shall form the majority of the SAC

7. ELECTION OF PARENT MEMBERS

- A. At the 1st meeting in September of every school year the members shall elect a Chair, Vice-Chair, Secretary, Treasurer, Indigenous Representative and Fundraising Coordinator, Community Engagement, Volunteer Coordinator and 2 representative for the 4 school division, split into two positions (Kinder/Primary and Junior/Intermediate.)
- B. If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.
- C. All candidates nominated are volunteers and before the election will first have the opportunity of accepting or declining the position. The candidate must be present at the election meeting.
- D. The election process will be run by the Principal or Vice-Principal.
- E. The election of parent members may be by secret ballot, raising of hands, verbally or whatever method the council chooses to use moving forward.
- F. In the case of two or more candidates for Chair, the individuals not elected for the Chair position have the opportunity to be included in the Vice-Chair election.
- G. In the case of a tie vote both candidates will have the opportunity to speak, and a new election will take place by secret ballot.
- H. Each member shall have one vote for each vacant parent/guardian position on the SAC.
- I. The candidates elected to the named positions shall serve a term of office for a minimum of one school year and not more than four (4) years consecutively unless no other candidates are available.

8. ROLE RESPONSIBILITIES

A. Chair

- i. Set the agenda in consultation with the principal,
- ii. Maintain on-going communication with the principal and the SAC m SAC members,
- iii. Conduct the meetings,
- iv. Approval of all SAC correspondence.
- v. Ensure the minutes and financial records are recorded correct, up-to -date and maintained.
- vi. Ensure the SAC operates within the stated bylaws, Administration Procedure 110, Administration Procedure 318 and the Ontario Ministry of Education - School Councils A Guide for Members,
- vii. Participate in board or area school council meetings.

B. Vice-Chair / Communications Coordinator

- i. Shall assist the Chair as needed,
- ii. In the absence of the Chair shall assume the duties of Chair
- iii. Assist the Chair in maintaining on-going communication with the principal and the SAC members.
- iv. Update and maintain all forms of communication (Facebook, SAC Website, Email Contacts, Newsletter, Bulletin Board and Volunteer Communication).

C. Secretary

- i. Shall keep the minutes of the meetings,
- ii. Ensure that a copy is available for parents/guardians at Southview Public School (for period of 4 years),
- iii. Shall take and monitor attendance of members
- iv. Shall ensure completed minutes are sent to Chair, Vice-Chair, and Principal to be distributed before the next meeting and uploaded to the school website
- v. Creates Year-End report for the board

D. Treasurer

- i. Shall make monthly deposits,
- ii. Shall coordinate with the Executive Coordinator for payment of the bills and record of deposits,
- iii. Has signing authority on the account.
- iv. Ensure that a monthly financial statement is reported at meetings and recorded in the minutes.

E. Fundraising Coordinator

- i. Monitor sub-committees for fundraising and grant proposals.
- ii. Fundraising reports at SAC meetings.
- iii. Communicate with School Day representative
- iv. Hot lunch ordering and management
- v. All communications must be in consultation with the Chair and Vice Chair.

F. Volunteer Coordinator

- i. Organizing and recruiting of volunteers for SAC events
- ii. Maintain communication with volunteers/ Fundraising Coordinator
- iii. All communications must be in consultation with the Chair and Vice Chair

G. Community Engagement

- i. Organizing SAC school events
- ii. Attend PIC meetings as available
- iii. Maintain communication with Fundraising Coordinator and Volunteer Coordinator.
- iv. All communication must be in consultation with the Chair and Vice Chair

H. Parent Representative (Kindergarten/Primary & Junior/Intermediate)

- i. Maintain contact with parents/guardians, staff and students in the grade division that they represent.
- ii. Maintain consistent communication with Chair and Vice-Chair.

I. Indigenous Rep

- i. TBD as role develops

J. Parent Member

- i. All members in attendance must be recorded in minutes.
- ii. Follow the SAC bylaws and the Code of Ethics

9. VACANCY OF POSITIONS: Should a vacancy occur on the SAC, the executive may appoint a parent to fill the position from the non-elected candidates from the previous election. If they are no longer interested the SAC may request that interested parents/guardians from the school community submit their names for consideration. The SAC shall then appoint one of those who indicated an interest.

10. CONFLICT OF INTEREST: Each SAC member shall avoid situations that could result in an inconsistency between the overall goals and vision of the school council and a personal or vested interest, that arise in connection with his or her duties as a SAC member. Should an issue or agenda item arise during a council meeting where a council member is in a conflict of interest situation, he or she shall declare conflict of interest immediately and decline from the discussion and resolution.

11. CONFLICT RESOLUTION

- A. SAC members are elected to serve the school community and will demonstrate respect for their colleagues on council at all times.
- B. If a SAC member or members become disruptive during a meeting, the Chair shall ask for order.
- C. Every SAC member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
- D. Speakers to an issue will maintain a calm and respectful tone at all times.
- E. Speakers will be allowed to speak without interruption.
- F. The chair's responsibility is to clarify the statements made by all the speakers, to identify common ground among the points of view raised, and to set out joint interests of all members.
- G. If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further. h. If all attempts at resolving the conflict have been exhausted without success, the Chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.

12. MEETINGS

- A. A quorum is formed when the majority of representatives are parents.

- B. The role of the SAC is advisory in nature and every attempt should be made to reach a consensus vote.
- C. A majority is defined as 50% of the voting members plus one vote in attendance (Chair(tie breaker vote when needed), Vice-Chair, Treasurer, Secretary, Indigenous Rep, Fundraising Coordinator, Community Engagement, Volunteer Coordinator, 2 Parent Representatives, Teacher Representative and Support Staff Representative).
- D. The SAC will meet a minimum of four times per school year with a maximum of monthly throughout the school year - the date and time to be made suitable to the Principal and the membership.

13.VOTING

Decisions reached by voting often expedite the business of a meeting as they usually take less time to reach. If your council chooses to reach decisions by majority vote, everyone on the council should be well informed, and the council as a group should discuss all of the implications before a vote is called by the chair. If your council decides to make decisions by majority vote formally, some simple rules of order can be followed.

Making a motion

1. An individual must be recognized by the chair before “obtaining the floor” to make a motion. This means that the chair must let a person know that it is his or her turn before that person can speak to the council and formally propose a course of action. Once an individual has the floor, he or she may make a formal proposal, or motion, beginning with the statement **“I move that . . .”**.
2. Before the motion can be considered, another individual must second the motion by saying **“I second the motion”**. This does not necessarily indicate that he or she agrees with the proposal, only that he or she believes that it is worthy of discussion.
3. Once a motion has been made and seconded, the chair restates the motion (**“states the question”**) so that everyone clearly understands what is being proposed. From this point on, until the motion is voted on, all discussion must focus solely on the question. If members of the group wish to discuss the motion, the chair opens debate. Each participant may speak to the question twice, but no one may speak a second time until everyone has had the chance to speak once.
4. If no one wants to speak further to the issue, the chair may ask the council if it is ready for **“the question” (ready to vote on the proposal)**. The chair then repeats the motion and conducts the vote by asking for those in favour and those opposed. (The vote may be conducted by a show of hands, by standing, or by secret ballot.)
5. The majority needed to pass a motion should be stated in the school council bylaws. In case of a tie, the motion is defeated.

14.TABLING A MOTION

A motion to table a motion means to set it aside for discussion at another time so that more pressing business can be discussed or more information about the issues can be obtained. The following rules apply to tabling a motion:

1. The motion to table a motion takes precedence over the discussion of the motion.
2. The motion to table a motion requires a seconder.
3. There can be no debate on a motion to table.

Motions that are null and void Any motions that contradict provincial laws and regulations, local policy, or school council bylaws are out of order and invalid, even if voted on and passed by a majority vote.

15. COMMITTEES: The SAC may establish committees to make recommendations to the SAC during a meeting. Every committee shall include at least one parent member of the SAC. These meetings shall comply with the same requirements as the SAC meetings.

16. FUNDRAISING: The SAC may engage in fundraising activities for Southview Public School and will adhere to Administrative Procedure 318.

Code of Ethics

A member shall maintain the highest standards of integrity.

A member shall recognize and respect the personal integrity of each member of the school community.

A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.

A member shall encourage a positive environment in which individual contributions are encouraged and valued.

A member shall acknowledge democratic principles and accept the consensus of the council.

A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.

A member shall not disclose confidential information.

A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.

A member shall use established communication channels when questions or concerns arise. A member shall promote high standards of ethical practice within the school community. A member shall declare any conflicts of interest.

A member shall not accept any payments or benefit financially through school council involvement.

**Source: Adapted from the bylaws of the Port Arthur Collegiate Institute School Council, Lakehead Board of Education, Thunder Bay, Ontario.
School Council Toolkit Policies & Procedures, Limestone District School Board, Ontario**